


DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA
Civilian Human Resources, Sigonella, Italy
VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION

	Announcement #	LN12-458745		
	Position	MANAGEMENT ASSISTANT UA-0344-05/04		
	Salary Range	UA-05: €1,999.13 - €2,209.40 per month plus applicable allowances UA-04: €2,096.68 - €2,326.54 per month plus applicable allowances		
	Opening Date	19-SEP-2012	Closing Date	1-OCT-2012
	Location	HOUSING DEPARTMENT, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> Please read page two (2) of the announcement "Instructions for Completing Application Form", before submitting your application. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English. Current federal employees must submit copies of Notification of Personnel Actions (SF50) or similar document with the application package. Selectee will be required to pass a physical examination as a condition of employment. This position may be filled at the higher or lower level. If filled at the lower level, incumbent may be non-competitively promoted to the full performance level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. 			
Who May Apply	Permanent Appropriated Fund local national employees of Housing Department serviced by Civilian Human Resources, Sigonella, Italy			
Description of Duties	<p>Responsible for the planning, development, and execution of the department's Administrative Management Program. Deals directly with managers regarding all aspects of administrative management. Responsible for a variety of functions including correspondence, records management, internal controls, training, and organizational files management. Analyses and advises on changes to organizational structures, organizational charts, and mission function statements. Maintains liaison with civilian personnel department on personnel actions, personnel status reports, and personnel listings. Interprets policy and directives received from higher echelons and disseminates to personnel. Participates in resolving problems by assisting Division Directors in developing and formulating operating policies, procedures, systems, and methods in agreement with regulatory and procedural guidelines. Collects and submits data as requested by higher authority and analyses relevant data for reports. Identifies and interprets instructions to draft answers to technical and non-technical correspondence, point papers and organizational requests, which are used as the basis for recommendations, interpretations and decisions by the Housing Director or other Housing Managers for submission to higher echelons. Evaluates all correspondence prepared for the Housing Director from other Divisions and verifies to ensure that all correspondence is in the correct format and in final form for the Housing Director's signature. Coordinates with Command Manpower specialists, assisting in performance of surveys to ensure validation of information and realistic identification of manpower requirements and issues. Responsible for conducting a variety of administrative information flow studies, administrative work processes, procedural reviews, improvement studies, etc., to provide management with recommendations ensuring optimum utilization of available resources. Performs a variety of other office administrative management functions.</p>			
Qualification Requirements	<p>http://www.opm.gov/qualifications/standards/indexes/num-ndx.asp</p> <p>**Attach college transcripts (copies of (a) Libretto Universitario OR (b) Curriculum Accademico con esito esami superati)</p> <p>UA-05: One (1) year of specialized experience equivalent to at least the UA-06 grade level that equipped the applicant with the particular knowledge, skills and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to this position OR three (3) years of college or university level education above the Italian "Diploma di Maturità" or equivalent. .</p> <p>UA-04: One (1) year of specialized experience equivalent to at least the UA-05 level.</p> <p>Applicant's experience and education will be evaluated in conjunction with the following knowledge, skills, and abilities to determine qualified candidates for referral:</p> <ol style="list-style-type: none"> Knowledge of overall Housing Department's Administrative Program goals, objectives, requirements, practices and methods. Ability to research and gather data, analyze problems, summarize results, and make recommendations. Knowledge of a variety of computer programs and software packages. 			
Application Status	For inquiries concerning job application status, call Civilian Human Resources at (095) 56-4165/or DSN 624-4165 only on Tuesdays or Thursdays from 1230-1530, at least 20-days after the closing date of the announcement.			
THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER				

DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA
Civilian Human Resources (CHR), Sigonella, Italy

Instructions for Completing Application Form

VACANCY ANNOUNCEMENT

Applications will be accepted only if there is an open vacancy announcement. Vacancy announcements are posted on the bulletin board near the Pass & ID Window at NAS I or may be downloaded from <http://www.cnrc.navy.mil/Sigonella/About/Jobs/index.htm>.

1. Who May Apply

Only candidates specified in the "Who May Apply" of the vacancy announcement may receive consideration.

2. Qualification Requirements

Take note of the type of experience and/or education required by the vacancy announcement.

Typing Proficiency: For positions requiring a qualified typist, applicants must self-certify their typing proficiency, on the appropriate block of the application form, indicating typing speed. Typing proficiency skills are subject to monitoring as a condition of employment. To be certified as a qualified typist you must meet a minimum of forty- (40) words per minute in English.

EMPLOYMENT APPLICATION

The application form may be downloaded from <http://www.cnrc.navy.mil/Sigonella/About/Jobs/HowtoApply/index.htm>.

Applications for white-collar positions (UA) must be completed in English. Those for blue-collar positions (UC) are acceptable if completed in Italian or English.

The application form is to be completed in its entirety. Describe **in detail, in your own words**, your job experiences related to the job you are applying for:

- (a) specify the hours worked each week;
- (b) if multiple duties are performed in a job, provide percentages for each different duty;
- (c) if you wish your Italian military service experience to be credited, describe in detail the work performed;
- (d) position descriptions (mansionari) will not be taken into consideration to determine qualifications for the position;
- (e) submit "History of Prior Temporary Employment" form when applying for temporary positions.

1. Verification Documents

Attach documents verifying work experience and/or education with your application form:

- (a) Copies of SF-50, Notification of Personnel Action (NPA) ;
OR copies of workbook;
OR copies of pay slips;
OR copies of certificates of service on letterhead, signed, and stamped, or showing the employer's P. IVA number;
OR if self-employed copy of business registration;
OR diploma/certificate of military service from the Minister of Defense;
- (b) copy of military "Congedo";
- (c) Education: copies of education certificates (e.g. high school diploma, university degree) or transcripts certifying subjects and examinations completed at university (foreign education must be officially translated by a Consulate or by a sworn oath)

- (d) Professional courses: copies of certificates indicating course duration and/or number of hours for each completed course of study;
- (e) attach CSC 665 Form and copy of driver's license if requested by the vacancy announcement;
- (f) if you are applying for temporary positions, you **must** complete and submit the "History of Prior Temporary Employment" form with your application package.

Applicants must be able to provide documentation to support qualifying education and/or experience for appointability. Selectees that qualified based on education will be required to produce original education certificates. All qualifying education and experience will be verified prior to employment.

2. Submission of the Employment Application

Submit your application by the closing date of the announcement. Deposit your application in the Civilian Human Resources (CHR) box near the Pass & ID Window NAS I. Personnel with base access may deliver their application to the CHR office, Monday to Friday, 0730 to 1600. You may also submit your scanned application and attachments (max. 10MB) via email to si-hro-wantajob@eu.navy.mil.

Mailing or sending applications via certified or registered mail through the Italian Postal service is neither encouraged nor recommended. All applications must be received by the closing date of the announcement. The CHR is not responsible for delays caused by receiving mail beyond the closing date.

All information requested by the application must be provided. The CHR will not check your application at the time of submission. Incomplete applications or applications received after the closing date of the announcement will not be considered.

3. Inquiries Regarding the Submission of the Employment Application

For inquiries concerning job application status, call CHR (095) 56-4165 **only on Tuesdays and Thursdays from 1230 to 1530, at least 20 days after the closing date of the announcement**. Provide the announcement number of the position for which you have applied. Information on your application will only be released after the list of eligible candidates is released to the Selecting Official. In accordance with the Italian Privacy Act (Legge 675/96), CHR will not provide information regarding your application to family members or friends. **A CHR staff member will notify selectee telephonically.**

NOTES:

1. Provide "Certificato Penale Generale" and "Certificato di Carichi Pendenti" (civili e penali) if you are selected for a position.
2. Employment of relatives is restricted in accordance with NASSIG Instruction 12330.3A.
3. Applicants with dual citizenship (Italian/US) are ineligible for employment by the U.S. Forces in Italy.
4. Applications for "Open Continuous" announcements may be submitted and updated at any time during the announcement period.
5. For promotion potential positions, if selection is at the lower grade level, the employee can be promoted without further competition to the target level.
6. The term "High School" means "Scuola Superiore".
7. Professional course work certificates released by ENAIP or other Regional Institutes may be considered for positions up to UA-06 level only.
8. **Submit copies of your documents and retain your originals. Applications and attachments submitted will not be returned.**

Email your Comments & Questions to us at si-hro-wantajob@eu.navy.mil

Revised Aug 11